

PUBLIC EDUCATION SPECIALIST

DEFINITION

To perform a variety of complex and responsible duties related to fire department activities including community outreach, fire safety education and fire inspection permit tracking; and to perform other related tasks.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from an assigned supervisor.

May exercise technical and functional supervision.

ESSENTIAL FUNCTIONS – Functions may include, but are not limited to, the following:

Develop and coordinate educational programs designed to change behavior, local codes and standards to mitigate risk and analysis of incidents to determine more effective methods for preventing fires and injuries.

Coordinate activities associated with fire safety; prepare public presentations; facilitate public information, update website; conduct fire stations tours for department.

Promote and coordinate fire safety outreach program through community and school education programs such as puppet shows, demonstrations and fire safety programs.

Maintain the Fire Prevention's Bureau's data management program which includes fire permits, plan checks, business licenses and public education activity; record and track permits and related records; compile fire statistics; prepare data and reports that will assist in determining target and at risk areas in need of focused education.

Assist with citywide disaster preparedness program including Community Education, Community Emergency Response Training (CERT) and staff training.

Prepare and distribute Fire Department newsletter to community; write and solicit related fire service articles including fire safety tips and precautions.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Performed related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Common (or routine) fire safety and prevention practices.

Principles of public speaking.

Computer software, including word processing, database and spreadsheet applications.

English usage, spelling, punctuation and grammar; and arithmetic, basic mathematical calculations and statistics and statistical methods.

Modern office procedures, methods and computer equipment.

Ability to:

Intermittently review documents related to department operations; observe, identify and problem solve office operations and procedures; understand, interpret and explain department policies and procedures; explain operations and problem solve office issues for the public and with staff.

Learn and teach fire prevention and fire safety methods.

Understand the organization and operations of the City and of outside agencies as necessary to assume assigned responsibilities.

Collect, compile, analyze and present a variety of data in a meaningful way.

Develop and implement various data collection and reporting systems.

Understand and interpret routine policies, procedures and regulations.

Provide information to public on issues pertaining to fire safety and special events.

Establish and maintain financial records; perform mathematical computations.

Operate a variety of office equipment such as a calculator, computer and related software.

Compile and maintain complex and extensive records and files.

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Conduct ongoing maintenance of public safety education and fire prevention programs and material and scheduling of events.

Communicate clearly and concisely, both orally and in writing.

Design, produce and deliver oral, written, video and audio presentations.

Identify community resources; integrate programs into the community, schools and champion community support for fire safety programs.

Prepare press releases in coordination with the Office of Communications.

Exercise independent judgment.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of responsible community outreach related experience.

Training:

Equivalent to completion of the twelfth grade supplemented by college courses in fire science, business, public administration or a related field. An Associate's degree in fire science, business, public administration or a related field is desirable.

License or Certificate

Possession of a valid California driver's license.

PHYSICAL DEMANDS

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On a continuous basis, sit at a desk and/or stand for varying periods of time. Intermittently twist and reach office equipment; write and use keyboard to communicate through written means; lift or carry weight of 30 pounds or less.

WORKING ENVIRONMENT

Work is performed indoors in a carpeted and air-conditioned office environment with fluorescent lighting and moderate noise level. Some movement is required from office to office and there is exposure to the external environment when going to outlying offices, meeting, or promoting community outreach tasks. Work is frequently disrupted by the need to respond to in-person and telephone inquiries.

7/03